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**CITY MARSHALL OF PORT ALLEN
Port Allen, Louisiana**

**Financial Statements
With Accountant's Review/Attestation Report**

As of and for the Year Ended December 31, 2009

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 7/7/10

DONALD C. De VILLE
Certified Public Accountant
7829 Bluebonnet Boulevard
Baton Rouge, Louisiana 70810

CITY MARSHAL MIKE ZITO
PORT ALLEN, LOUISIANA

Annual Financial Statements
With Accountant's Review Report
As of and for the Year Ended
December 31, 2009

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Independent Accountant's Review Report

June 4, 2010

To Mike Zito, City Marshall of Port Allen
Port Allen, Louisiana

I have reviewed the accompanying financial statements of the governmental activities of the City Marshall of Port Allen, a component unit of the City of Port Allen, as of and for the year ended December 31, 2009, which collectively comprise the Marshall's basic financial statements as listed in the table of contents, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. All information included in these financial statements is the representation of the management of City Marshall of Port Allen.

A review consist principally of inquiries of Company personnel and analytical procedures applied to financial data. It is substantially less in scope than an audit in accordance with generally accepted auditing standards, the objective of which is the expression of an opinion regarding the financial statements taken as a whole. Accordingly, I do not express such an opinion.

Based on my review, I am not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with generally accepted accounting principles.

The budgetary information included in the accompanying Schedule I is not a required part of the basic financial statements but is supplementary information required by Governmental Accounting Standards Board. Such information has been subjected to the inquiry and analytical procedures applied in the review of the basic financial statements, and I am not aware of any material modifications that should be made thereto.

The City Marshall of Port Allen has not presented the management's discussion and analysis that the Governmental Accounting Standards Board has determined is necessary to supplement, although not required to be part of the basic financial statements.

In accordance with the *Louisiana Government Audit Guide* and the provisions of state law, I have issued a report dated June 4, 2010, on the results of my agreed-up procedures for compliance with laws and regulations.

ANNUAL FINANCIAL STATEMENTS
(OVERVIEW)

CITY MARSHAL MIKE ZITO
A COMPONENT UNIT OF THE CITY OF PORT ALLEN
PORT ALLEN, LOUISIANA
STATEMENT OF NET ASSETS
DECEMBER 31, 2009

	<u>2009</u>
<u>ASSETS</u>	
Cash & cash equivalents	\$ 298,031
Certificates of deposit investment (maturity greater than 90 days)	109,771
LAMP investment	169,776
Due from other governmental agencies	25,843
Prepaid insurance	5,302
Capital Assets (Net of Accumulated Depreciation)	<u>38,834</u>
<u>Total Assets</u>	<u>\$ 647,557</u>
 <u>LIABILITIES</u>	
Due to other governmental agencies	\$ <u>0</u>
 <u>NET ASSETS</u>	
Investment in capital assets	38,834
Unrestricted	<u>608,723</u>
<u>Total Net Assets</u>	<u>647,557</u>
 <u>Total Liabilities and Net Assets</u>	 <u>\$ 647,557</u>

See accompanying notes and Accountant's report.

CITY MARSHAL MIKE ZITO
A COMPONENT UNIT OF THE CITY OF PORT ALLEN
PORT ALLEN, LOUISIANA
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2009

<u>EXPENDITURES</u>	<u>2009</u>
General governmental:	
Marshal's salary	\$ 11,219
Deputy Marshal fees paid	130,981
Other salaries	33,733
Auto expense	19,402
Repairs and maintenance	1,829
Seminars and conventions	4,669
Payroll taxes and worker compensation	2,902
Marshal and employee retirement and benefits	5,873
Travel	433
Uniforms	1,281
Depreciation	7,240
Office expense and supplies:	
Office expense	3,620
Insurance	4,428
Supplies	3,119
Dues and subscriptions	925
Legal and accounting	5,825
Miscellaneous	787
Total Expenditures	<u>238,266</u>
 <u>REVENUES</u>	
City court fines and off-duty reimbursement	347,921
Witness fees	17,522
Intergovernmental--On behalf payments	16,575
Grant funds for capital additions	2,370
Miscellaneous	0
Interest income	3,125
Total Revenues	<u>387,513</u>
 <u>CHANGE IN NET ASSETS</u>	<u>\$ 149,247</u>
<u>NET ASSETS AT BEGINNING OF YEAR</u>	<u>498,310</u>
<u>NET ASSETS AT END OF YEAR</u>	<u>\$ 647,557</u>

See accompanying notes and Accountant's report.

CITY MARSHAL MIKE ZITO
A COMPONENT UNIT OF THE CITY OF PORT ALLEN
PORT ALLEN, LOUISIANA
BALANCE SHEET GOVERNMENTAL FUND
DECEMBER 31, 2009

	<u>2009</u>
<u>ASSETS</u>	
Cash & cash equivalents	\$ 298,031
Certificates of deposit investment (maturity greater than 90 days)	109,771
LAMP investment	169,776
Due from other governmental agencies	25,843
Prepaid insurance	<u>5,302</u>
Total Assets	<u>\$ 608,723</u>
 <u>LIABILITIES AND FUND BALANCE</u>	
<u>Liabilities</u>	
Due to other governmental agencies	\$ <u>0</u>
 <u>Fund Balance</u>	
Fund Balances (unreserved)	<u>608,723</u>
 <u>Total Liabilities and Fund Balance</u>	<u>\$ 608,723</u>

See accompanying notes and Accountant's report.

CITY MARSHAL MIKE ZITO
A COMPONENT UNIT OF THE CITY OF PORT ALLEN
PORT ALLEN, LOUISIANA
RECONCILIATION OF GOVERNMENTAL FUND
BALANCE SHEET TO THE STATEMENT OF NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2009

Fund Balance at December 31, 2009—Governmental Fund (Statement C)	\$608,723
-------------------------------------------------------------------	-----------

Amounts reported for governmental activities in the statement of net assets are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. Those assets consist of:

Cost of Capital Assets at December 31, 2009	\$ 75,375	
Less Accumulated Depreciation as of December 31, 2009	(36,541)	38,834
Net Assets at December 31, 2009		\$647,557

See accompanying notes and Accountant's report.

CITY MARSHAL MIKE ZITO
A COMPONENT UNIT OF THE CITY OF PORT ALLEN
PORT ALLEN, LOUISIANA
GOVERNMENTAL FUND TYPE-GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED DECEMBER 31, 2009

<u>REVENUES</u>	<u>2009</u>
City court fines and off-duty reimbursement	\$ 347,921
Witness fees	17,522
Intergovernmental—On behalf payments	16,575
Grant funds for capital additions	2,370
Miscellaneous	0
Interest income	<u>3,125</u>
Total Revenues	<u>387,513</u>
 <u>EXPENDITURES</u>	
General governmental:	
Marshal's salary	11,219
Deputy Marshal fees paid	130,981
Other salaries	33,733
Auto expense	19,402
Repairs and maintenance	1,829
Seminars and conventions	4,669
Payroll taxes and worker compensation	2,902
Marshal and employee retirement and benefits	5,873
Travel	433
Uniforms	1,281
Capital outlay	19,937
Office expense and supplies:	
Office expense	3,620
Insurance	4,428
Supplies	3,119
Dues and subscriptions	925
Legal and accounting	5,825
Miscellaneous	<u>787</u>
Total Expenditures	<u>250,963</u>
 <u>EXCESS OF REVENUES OVER EXPENDITURES</u>	 <u>136,550</u>
<u>FUND BALANCE AT BEGINNING OF YEAR</u>	<u>472,173</u>
<u>FUND BALANCE AT END OF YEAR</u>	<u>\$ 608,723</u>

See accompanying notes and Accountant's report.

CITY MARSHAL MIKE ZITO
A COMPONENT UNIT OF THE CITY OF PORT ALLEN
PORT ALLEN, LOUISIANA
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCE OF GOVERNMENTAL FUND TO
THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2009

Net changes in fund balances--Total governmental fund (Statement B)	\$ 149,247
---------------------------------------------------------------------	------------

Amounts reported for governmental activities in the statement of
net assets are different because:

Governmental funds report capital outlays as expenditures. However,
in the statement of activities, the costs of those assets is allocated over
the estimated useful lives as depreciation expense.

Capital outlay which is considered expenditures on the Statement of Revenues, Expenditures, and Changes in Fund Balances	(19,937)
Depreciation expense for the year ended December 31, 2009	<u>7,240</u>

Changes in net assets of governmental activities (Statement E)	<u>\$ 136,550</u>
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See accompanying notes and Accountant's report.

CITY MARSHAL MIKE ZITO
PORT ALLEN, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2009

NOTE #1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The City Marshal is a component unit of the City of Port Allen, Port Allen, Louisiana because the City of Port Allen provides office space, related utility costs and the primary funding of salary costs for the Marshal's office. The accompanying financial statements present information only on the City Marshal component unit fund and do not present information on the City of Port Allen or any of the other governmental units that comprise the City of Port Allen. The Marshal is an elected official and serves six-year terms. The Marshal is charged with the responsibility of conducting, policing and security functions for the City Court of Port Allen, Louisiana. Operations of the Marshal's office are funded by court costs charged by the City Court of Port Allen, Louisiana.

B. Basis of Presentation

The accompanying financial statements of the City Marshal Mike Zito, Port Allen, Louisiana, have been prepared in conformity with generally accepted accounting principles in the United States of America (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for established governmental accounting and financial reporting principles.

Basic Financial Statements—Government-Wide Statements

The Marshal's basic financial statements include both government-wide (reporting the Marshal as a whole) and fund financial statements (reporting the Marshal's major funds). Both the government-wide and fund financial statements categorize primary activities as either governmental or business type. The Marshal had no activities that are categorized as business type activities.

In the government-wide Statement of Net Assets, the governmental activity column is presented on a consolidated basis by column, and is reported on a full accrual, economic resource basis which recognizes all long-term assets and receivables as well as long-term debt and obligations. The Marshal's net assets are reported in three parts: invested in capital assets, net of related debt, restricted net assets and unrestricted net assets.

The government-wide Statement of Activities reports both gross and net costs of the Marshal's function. The Statement of Activities reduces gross expenses by related program revenues, operating and capital grants. Program revenues must be directly associated with the function. These revenues are derived from fees charged for services. Operating grants include operating-specific and discretionary (either operating or capital) grants while capital grants reflect capital-specific grants.

CITY MARSHAL MIKE ZITO
PORT ALLEN, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2009

NOTE #1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, (CONTINUED)

The government-wide focus is more on the sustainability of the Marshal as an entity and the change in the Marshal's net assets resulting from the current year's activities.

Basic Financial Statements--Fund Financial Statements

The financial transactions of the Marshal are reported in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, reserves, fund equity, revenues and expenditures. The various funds are reported by generic classification within the financial statements. The funds and account groups used by the Marshal are as follows:

Governmental Funds

The focus of the governmental funds' measurement (in the fund statements) is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. The following is a description of the governmental funds of the Marshal:

1. The general fund is the principal fund of the Marshal. It is used to account for all financial resources. At December 31, 2009, it is the only fund of the Marshal.

C. Basis of Accounting and Measurement Focus

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus only current assets and current liabilities generally are included on the balance sheet. The operating statement of the fund presents increases (i.e., revenues and other sources) and decreases (i.e., expenditures and other uses) in net current assets.

Accrual:

The governmental activities in the government-wide financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred. Revenues of the Marshal consist principally of interest income and fines and fees for services relating to court filings. Interest income is recognized when earned. Fines and fees for services are recorded when the amount is determinable.

Modified accrual:

The governmental funds financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible with

CITY MARSHAL MIKE ZITO
PORT ALLEN, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2009

NOTE #1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, (CONTINUED)

the current period or soon enough thereafter to be used to pay liabilities of the current period. The Marshal considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred.

Those revenues of the Marshal susceptible to accrual are fees due from the City of Port Allen and other governmental units. Substantially all other revenues are recorded when received.

Depreciation is not recognized in the Governmental Fund Financial Statements.

D. Cash and Cash Equivalents

Cash includes amounts in demand deposits and interest bearing time deposits. Cash equivalents include amounts in time deposits and those investments with maturities of 90 days or less.

Louisiana revised statutes authorize the Marshal to invest in (1) United States bonds, treasury notes or certificates, or time certificates of deposit of state banks organized under the laws of Louisiana and national banks having their principal offices in the State of Louisiana, an investment as stipulated in LSA-RS 39:1271, or any other federally insured investments, or (2) in mutual or trust fund institutions, which are registered with the Securities and Exchange Commission under the Securities Act of 1933 and the Investment Act of 1940, and which have underlying investments consisting solely of and limited to securities of the U.S. Government or its agencies

E. Capital Assets

Capital assets are reported in the government-wide financial statements at historical cost. The threshold level of \$500 or more is used for capitalizing assets. Additions, improvements, or other capital outlays that significantly extend the useful life of an asset are capitalized. Costs incurred for repairs and maintenance are expensed as incurred. All capital assets are depreciated using the straight-line method over the following estimated useful lives:

Furniture and Fixtures	5 to 10 years
Vehicles	5 years
Equipment	5 to 10 years

F. Allowance for Uncollectible Receivables

The financial statements for the Marshal do not contain an allowance for uncollectible receivables. All receivables that are considered uncollectible are recorded as a bad debt expense in the period that they become uncollectible.

CITY MARSHAL MIKE ZITO
PORT ALLEN, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2009

NOTE #1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES. (CONTINUED)

G. Vacation and Sick Leave

Currently all Deputy Marshal services and secretarial services are provided on a contract type basis with fees paid to the individuals when services are provided. The Marshal's office does not have any employees under this arrangement and consequently does not have any vacation or sick leave obligation.

H. Long-Term Obligations

Long-term obligations expected to be financed from the General Fund are reported in the general long-term obligations account group. Expenditures for principle and interest payments for long-term obligations are recognized in the General Fund when due. There were no long-term obligations as of December 31, 2009.

I. Net Assets

Net assets represent the difference between assets and liabilities. Net assets invested in capital assets, net of related debt consists of capital assets, net of accumulated depreciation, reduced by any debt proceeds used for the acquisition of those assets, if any. Net assets are reported as restricted when there are legal limitations imposed on their use. The Marshal has no restricted net assets.

J. Budget Practices

Formal budgetary accounting is employed as a management control devise during the year for the general fund. The budget is adopted for the general fund on a basis consistent with generally accepted accounting principles (GAAP). All appropriations, which are not expended, lapse at year-end.

K. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions which affect the reported amounts and disclosures. Accordingly, actual amounts could differ from these estimates.

NOTE #2: CASH AND INVESTMENTS

For reporting purposes, cash and cash equivalents include cash, demand deposits, and time certificates of deposit with maturities of 90 days or less. Investments include certificates of deposit with maturities over 90 days. At December 31, 2009, the carrying amount of the Marshal's cash and cash equivalents and investments totaled \$577,578 as follows:

CITY MARSHAL MIKE ZITO
PORT ALLEN, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2009

NOTE #2: CASH AND INVESTMENTS (CONTINUED)

Demand deposit	\$298,031
Investment in Certificates of deposit	109,771
Investment in LAMP	<u>169,776</u>
	<u>\$577,578</u>

These deposits are stated at cost, which approximates fair value. Under state law, these deposits (or the resulting bank balance) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. At December 31, 2009, the Marshal has \$407,802 in demand deposits and investments in certificates of deposit. These deposits are secured from risk by federal deposit insurance and pledged securities held by the custodial bank in the name of the fiscal agent bank.

The remaining investment balance of \$169,776 was held in the Louisiana Asset Management Pool (LAMP), a local government investment pool. In accordance with GASB Codification Section 150.126, the investment in LAMP at December 31, 2009 is not categorized in the three risk categories provided by GASB Codification Section 150.125 because the investment is in the pool of funds and therefore not evidenced by securities that exist in physical or book form.

LAMP is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LSA-R.S. 33:2955. Accordingly, LAMP investments are restricted to securities issued, guaranteed, or backed by the U.S. Treasury, the U.S. Government, or one of its agencies, enterprises, or instrumentalities, as well as repurchase agreements collateralized by those securities.

Effective August 1, 2001, LAMP's investment guidelines were amended to permit the investment in government-only money market funds. In its 2001 Regular Session, the Louisiana Legislature (Senate Bill No. 512, Act 701) enacted LSA-R.S. 33-2955 (A)(1)(h) which allows all municipalities, parishes, school boards, and any other political subdivisions of the State to invest in "Investment grade (A-1/P-1) commercial paper of domestic United States Corporations". Effective October 1, 2001, LAMP's Investment Guidelines were amended to allow the limited investment in A-1 or A-1+ commercial paper.

The dollar weighted average portfolio of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 397 days. LAMP is designed to be highly liquid to give its participants immediate access to their account balances. The investments in LAMP are stated at fair value based on quoted market rates. The fair value is determined on a weekly basis by

CITY MARSHAL MIKE ZITO
PORT ALLEN, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2009

NOTE #2: CASH AND INVESTMENTS (CONTINUED)

LAMP and the value of the position in the external investment pool is the same as the value of the pool shares. LAMP, Inc. is subject to the regulatory oversight of the state treasurer and the board of directors. LAMP is not registered with the SEC as an investment company.

NOTE #3: CHANGES IN CAPITAL ASSETS

	<u>12/31/2008</u>	<u>Additions</u>	<u>(Deletions)</u>	<u>12/31/2009</u>
Furniture and equipment	\$ 55,437	7,333		\$ 62,770
Building improvements	0	12,605		12,605
Accumulated Depreciation	<u>(29,300)</u>	<u>(7,241)</u>		<u>(36,541)</u>
Total	<u>\$ 26,137</u>	<u>12,697</u>	<u>0</u>	<u>\$ 38,834</u>

Depreciation expense for the year ended December 31, 2009 was \$7,241.

NOTE #4: RETIREMENT

The Port Allen City Marshal is a participant in the Municipal Employee's Retirement System of Louisiana. The Municipal Employee's Retirement System of Louisiana is a cost sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees. The System is comprised of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. All eligible employees of the Marshal's office are members of Plan A. All permanent employees working at least 35 hours per week who are paid wholly or in part from parish funds and all elected parish officials are eligible to participate in the System. Under Plan A, a member can retire providing he meets one of the following criteria: at any age with thirty or more years of creditable service; at age 55 with 25 years of creditable service; at age 60 with a minimum of 10 years of creditable service; under age 60 with 10 years of creditable service for disability benefits; or survivor's benefits with 5 years of creditable service at the death of the member. Contributions to the system are made by both employees and the Marshal's office based on an actuarial determined percentage of salaries and are subject to change each year based on the results of the valuation for the prior year. During 2009, under Plan A, the contribution rate for the employer was 13.50% of covered earnings and the rate for the employee was 9.25% of covered earnings. The System also receives 1/4 of 1% of ad valorem taxes collected within the respective parishes except for Orleans.

For the year ended December 31, 2009, the Marshal's office contributed \$2,237 and the City of Port Allen contributed \$1,515 in on behalf payments for the Marshal's retirement.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Municipal Employee's Retirement System of Louisiana, 7937 Office Park Boulevard, Baton Rouge, Louisiana 70809 or by calling (225) 925-4810.

CITY MARSHAL MIKE ZITO
PORT ALLEN, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2009

NOTE #5: ON-BEHALF PAYMENTS FOR SALARIES

GASB Statement No 24, "Accounting and Financial Reporting for Certain Grants and Other Financial Assistance" requires the Marshal to report in the financial statements on-behalf payments made by the City of Port Allen to the Marshal's employees. Salary payments are made by the City directly to the employees. The basis for recognizing the revenue and expenditure payments is the actual contribution made by the City. For 2009, the City paid salaries and benefits for the city marshal. On-behalf payments recorded as revenues and expenditures in the financial statements for 2009 totaled \$16,575.

NOTE #6: LITIGATION AND CLAIMS

There is no litigation pending against City Marshal Mike Zito, Port Allen, Louisiana, at December 31, 2009.

NOTE #7: DUE TO/FROM OTHER GOVERNMENTAL AGENCIES

Receivables in the amount of \$19,155, represent court fines and off-duty reimbursements due from the City of Port Allen as of December 31, 2009. The total amount of these funds are considered collectible; therefore, no provisions have been made for bad debt.

As of December 31, 2009, all payments had been made to the City of Port Allen for clerical salary and benefit expenses for December 2009.

NOTE #8: RELATED PARTY TRANSACTIONS

The West Baton Rouge Council provides accounting and administrative services to the City Marshal. The City Marshal paid the Council \$36,547 for the clerical salary and related benefit expenses during 2009. The City Marshal's salary is paid by the City of Port Allen. In addition to salary, the Marshal received \$6,000 auto allowance and salary and benefits totaling \$16,575 during the year ended December 31, 2009, which is paid from the City Marshal's budget. The City of Port Allen also provides office facilities for the City Marshal.

NOTE #9: RISK MANAGEMENT

The City Marshal's office is exposed to various risks for which the City of Port Allen carries commercial insurance. There have been no significant reductions in coverage from the prior year and settlements have not exceeded coverage in the past three years.

NOTE #10: TERM OF OFFICE

Mike Zito is the current City Marshal. His six year term runs through December 2012.

SUPPLEMENTAL INFORMATION

**CITY MARSHALL OF PORT ALLEN
PORT ALLEN, LOUISIANA
BUDGETARY COMPARISON SCHEDULE - GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2009**

	BUDGET AMOUNTS		ACTUAL AMOUNTS	VARIANCE
	ORIGINAL	FINAL	GAAP BASIS	FAVORABLE (UNFAVORABLE)
REVENUES:				
City Court Fines & Off Duty Reimbursement	\$350,000	\$350,000	\$347,921	(\$2,079)
Intergovernmental	18,000	18,000	17,522	(478)
Witness fees	20,000	20,000	16,575	(3,425)
Grant funds	0	0	2,370	2,370
Other income	3,000	3,000	0	(3,000)
Interest Income	1,000	1,000	3,125	2,125
Total Revenues	392,000	392,000	387,513	(4,487)
EXPENDITURES:				
General Government				
Marshall's salary	18,000	18,000	11,219	6,781
Deputy Marshall fees	135,000	135,000	130,981	4,019
Other salaries	40,000	40,000	33,733	6,267
Auto expense	25,000	25,000	19,402	5,598
Repairs and maintenance	500	500	1,829	(1,329)
Retirement and benefits	2,500	2,500	5,873	(3,373)
Seminars and conventions	5,000	5,000	4,669	331
Payroll taxes and workers compensation	0	0	2,902	(2,902)
Training	0	0	0	0
Travel	2,000	2,000	433	1,567
Uniforms	2,000	2,000	1,281	719
Office expense	4,000	4,000	3,620	380
Insurance	5,000	5,000	4,428	572
Supplies	8,000	8,000	3,119	4,881
Dues & subscriptions	1,000	1,000	925	75
Legal and accounting	9,000	9,000	5,825	3,175
Miscellaneous	2,000	2,000	787	1,213
Capital Outlay	20,000	20,000	19,937	63
Total Expenditures	279,000	279,000	250,963	28,037
Excess (Deficiency) Of Revenue Over Expenditures	113,000	113,000	136,550	23,550
FUND BALANCE, Beginning	472,173	472,173	472,173	0
FUND BALANCE, Ending	585,173	585,173	608,723	23,550

Certified Public Accountant



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Independent Accountant's Report
on Applying Agreed-Upon Procedures

June 4, 2010

To Mike Zito, City Marshall of Port Allen

I have performed the procedures included in the *Louisiana Governmental Audit Guide* and enumerated below, which were agreed to by the management of City Marshall of Port Allen, the Legislative Auditor, State of Louisiana, and applicable state grantor agency/agencies solely to assist the users in evaluating management's assertions about City Marshall of Port Allen's compliance with certain laws and regulations during the year ended December 31, 2009, included in the accompanying *Louisiana Attestation Questionnaire*. Management of City Marshall of Port Allen is responsible for its financial records and compliance with applicable laws and regulations. This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Federal, State, and Local Awards

1. Determine the amount of federal, state and local award expenditures for the fiscal year, by grant and grant year.

The City Marshall of Port Allen's local award expenditures for all federal programs for the fiscal year follows:

Federal, State, or Local Grant Name	Grant Year	CFDA No. (if applicable)	Amount
City Court Fines & Witness Fees	2009	N/A	365,443
Total Expenditures			\$365,443

Accounting and Reporting

2. For each federal, state, and local award, I randomly selected 6 disbursements from each award administered during the period under examination, provided that no more than 30 disbursements would be selected.
3. For the items selected in procedure 2, I traced the six disbursements to supporting documentation as to proper amount and payee.

I examined supporting documentation for each of the six selected disbursements and found that payment was for the proper amount and made to the correct payee.

4. For the items selected in procedure 2, I determined if the six disbursements were properly coded to the correct fund and general ledger account.

All six of the payments were properly coded to the correct fund and general ledger account.

5. For the items selected in procedure 2, I determined whether the six disbursements received approval from proper authorities.

Inspection of documentation supporting each of the six selected disbursements indicated approvals from the accountant and the City Marshall.

Public Bid Law

6. Select all expenditures made during the year for material and supplies exceeding \$20,000 or public works exceeding \$100,000, and determine whether such purchase Were made in accordancy with LSA-RS 38:2211-2251 (the public bid law).

There were no purchases exceeding the limits.

Open Meetings

7. Examined evidence indicating that agendas for meetings recorded in the minute book were posted as an open meeting as required by R.S. 42:1 through 42:13 (the open meetings law).

The City Marshall is an independently elected official who is the entity and therefore there are no minutes.

Budget

8. For all grants exceeding five thousand dollars, I determined that each applicable federal, state, or local grantor agency/agency was provided with a comprehensive budget of those grants that included the purpose and duration, and for state grants included specific goals and objectives and measures of performance.

The City Marshall of Port Allen provided comprehensive budgets to the applicable local grantor agencies for the programs mentioned previously. These budgets specified the anticipated uses of the funds, estimates of the duration of the projects, and plans showing specific goals and objectives that included measures of performance.

Code of Ethics for Public Officials and Public Employees

9. Obtain from management a list of the immediate family members of each board member as defined by LSA-R.S. 42:1101-1124 (the code of ethics), and a list of outside

business interest of all board members and employees, as well as their immediate families.

The City Marshall provided me with the required list including the noted Information.

- 10. Obtain from management a listing of all employees paid during the period under examination.*

The City Marshall provided me with the required list.

- 11. Determine whether any of those employees included in the listing obtained from management in agreed-upon procedure (10) were also included on the listing obtained from management in agreed-upon procedures (9) as immediate family members.*

None of the employees included on the list of employees provided by Management in agreed-upon procedure (10).

Debt

- 12. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of banks loans, bonds, or like indebtedness.*

I inspected bank deposits for the period under examination and noted no deposits Which appear to be proceeds of bank loans, bonds, or like indebtedness.

Advances and Bonuses

- 13. Examine payroll records and minutes for the year to determine whether any payments have been made to employees which may constitute bonuses, advances or gifts.*

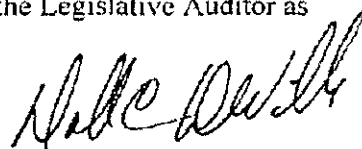
I examined the payroll records and noted no payments which may constitute Bonuses, advances or gifts.

Prior Comments and Recommendations

- 14. There were no prior comments and recommendations.*

I was not engaged to perform, and did not perform, an audit, the objective of which would be the expression of an opinion on management's assertions. Accordingly, I do not express such an opinion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

This report is intended solely for the use of management of City Marshall of Port Allen, the Legislative Auditor (State of Louisiana), and the applicable state grantor agency/agencies and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.



**LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Government)**

May 27, 2010

Donald C. DeVille
Certified Public Accountant
7829 Bluebonnet Blvd
Baton Rouge, LA 70810 (Auditors)

In connection with your review of our financial statements as of December 31, 2009 and for the year then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulations and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of May 27, 2010.

Public Bid Law

It is true that we have complied with the public bid law, R.S. Title 38:2211-2296, and, where applicable, the regulations of the Division of Administration and the State Purchasing Office.
Yes ☒ No ☐

Code of Ethics for Public Officials and Public Employees

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of R.S. 42:1101-1124.
Yes ☒ No ☐

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of R.S. 42:1119.
Yes ☒ No ☐

Budgeting

We have complied with the state budgeting requirements of the Local Government Budget Act (R.S. 39:1301-16), R.S. 39:33, or the budget requirements of R.S. 39:1331-1342, as applicable.
Yes ☒ No ☐

Accounting and Reporting

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. 44:1, 44:7, 44:31, and 44:36.
Yes ☒ No ☐

We have filed our annual financial statements in accordance with R.S. 24:514, and 33:463 where applicable.
Yes ☒ No ☐

We have had our financial statements reviewed in accordance with R.S. 24:513.
Yes ☒ No ☐

Meetings

We have complied with the provisions of the Open Meetings Law, provided in R. S. 42:1 through 42:13.

Yes ☒ No ☐

Debt

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65.

Yes ☒ No ☐

Advances and Bonuses

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.

Yes ☒ No ☐

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you any known noncompliance that may occur subsequent to the issuance of your report.

Secretary _____ Date _____

Treasurer _____ Date _____

 _____
President 5-27-2010 Date _____